

COURSE: WORD XP: LEVEL 1

DATE: March 14, 2007

TIME: 0830 – 1530

LOCATION: LRC COMPUTER LAB

ELIGIBILITY: OPEN TO USU AND AFRI CIVILIAN FEDERAL EMPLOYEES.

COURSE DESCRIPTION: Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. Microsoft Word is a proven and powerful word processing application. This course is the first in a series of three Microsoft Word courses. It will provide you with the basic concepts required to produce common business documents as well as give you the opportunity to apply them.

Course Objective: You will create basic documents using Microsoft Word.

Target Student: This course is designed for persons interested in learning the basic features of Microsoft Word for creating and revising basic business documents. It is also intended for persons desiring to prepare to be certified a Microsoft Office User Specialist (MOUS) in Microsoft Word.

Prerequisites: This course assumes that you are familiar with the benefits of using personal computers and that you have used a mouse and keyboard. You should be comfortable in the Windows environment and able to use Windows to manage information on your computer. Specifically, you should be able to navigate to information stored on the computer, manage files and folders, and work with multiple windows at one time. This course also assumes that you have limited experience with a word processing program or that you are switching to Microsoft Word from a different word processing program. To ensure your success, we also recommend you first take the following Element K course:

- Windows XP: Introduction

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Create a simple document, save a document, use Microsoft Word's automatic text features for entering text, and access online help.
- Make changes to an existing document using a variety of editing techniques.
- Apply text formatting to a document.
- Change the appearance of a document by applying various paragraph formats and effects.
- Create a table, navigate and enter text in a table, and enhance its appearance through formatting.
- Use Word's templates and wizards, symbols, fields, Find and Replace, and proofing tools to efficiently do your work.
- Preview a document, apply and remove formatting that affects entire pages, and print a document.

Course Outline

Lesson 1: Creating a Document

- Topic 1A: Enter Text
- Topic 1B: Save a Document
- Topic 1C: Use Automatic Text Features
- Topic 1D: Obtain Online Help

Lesson 2: Editing Text

- Topic 2A: Open an Existing Document
- Topic 2B: Delete Blocks of Text
- Topic 2C: Move and Copy Text
- Topic 2D: Copy Multiple Items

Lesson 3: Formatting Text

- Topic 3A: Apply Character Formats
- Topic 3B: Change the Font and Font Size
- Topic 3C: Add Highlighting and Color to Text
- Topic 3D: Copy Text Formatting
- Topic 3E: Paste Options

Lesson 4: Formatting Paragraphs

- Topic 4A: Change Paragraph Alignment
- Topic 4B: Change Line Spacing Within a Paragraph
- Topic 4C: Add a Border and Shading to a Paragraph
- Topic 4D: Set a Custom Tab
- Topic 4E: Add Indents
- Topic 4F: Create Numbered and Bulleted Lists
- Topic 4G: Create an Outline Numbered List

Lesson 5: Adding Tables

- Topic 5A: Create a Table
- Topic 5B: Change Table Structure
- Topic 5C: Add Table Borders and Shading
- Topic 5D: AutoFormat a Table

Lesson 6: Using Word Timesavers

- Topic 6A: Create a New Document Using a Template
- Topic 6B: Create a New Document Using a Wizard
- Topic 6C: Insert a Symbol
- Topic 6D: Insert the Date or Time
- Topic 6E: Find and Replace Text
- Topic 6F: Check Spelling and Grammar
- Topic 6G: Replace a Word Using the Thesaurus

Lesson 7: Setting Page Display and Printing Options

- Topic 7A: Preview a Document
- Topic 7B: Set the Page Orientation
- Topic 7C: Create Headers and Footers
- Topic 7D: Change Margins
- Topic 7E: Insert a Page Break
- Topic 7F: Align Text on a Page
- Topic 7G: Print a Document